

Blake DeRouchey  
HSEMD

Andy Buffington  
Communications Center

Vacant  
EMS

Larry Smith  
Emergency Management

Angela Clouser  
Member-At-Large

Ellen Hagen  
Fire Department (Volunteer)

Rob Rotter  
Sheriff's Office

Vacant  
Sheriff's Office

Michele Bischof  
Fire Department

Tom Lampe  
Iowa DPS

Vacant  
Municipal Police  
Department

Carole Lund-Smith  
ILEA

David Ness  
Municipal Police  
Department

Vacant  
Communications Center

Cindy Heick (Interim)  
Iowa DPH

Peter Huffman  
Iowa DOT

Trace Kendig  
Iowa DNR

Patrick Updike  
Iowa DOC

Annette Dunn  
Office of the CIO

Legislative Members  
Senator Jim Lykam  
Senator Tim L. Kapucian  
Representative Bob Kressig  
Representative Jarad Klein

Meeting Minutes  
Iowa Statewide Interoperable Communications System Board  
January 9, 2020  
Des Moines Parks & Rec  
1551 E. Martin Luther King, Jr. Pkwy.  
Des Moines, IA 50317

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Ten voting board members attended, via phone and in-person, establishing a quorum.

**Voting Members in Attendance:** Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Michele Bischof, David Ness, Larry Smith, Deb Vitko

**Members via Conference Line:** Andy Buffington, Carole Lund-Smith

**Non-Voting in Attendance:** SWIC Chris Maiers, Administrative Assistant Hollie Davidson

**Absent:** Annette Dunn, Ellen Hagen, Rob Rotter

**Guests:** Connie Stufflebeem, Jim Lundsted, Tracey Bearden, Curtis "Wally" Walser, Douglas Knoll, Steven Gray, David Barnett, Brian Krumm, Duane Vos, Tom Reis, Robby Johannesen, Rick Mortenson, Blake DeRouchey

**Approval of Agenda:** Peter Huffman made a motion to approve the January meeting agenda. Michele Bischof seconded the motion. All in favor. Motion passes.

**Approval of Minutes:** David Ness made a motion to approve the December 2019 meeting meetings. Larry Smith seconded the motion. All in favor. Motion passes.

**SWIC Report:** SWIC Maiers reports that his work on StatusBoard continues. SWIC Maiers has spoken with several developers that were listed on the Targeted Small Business web site. He demonstrated what we have for code to the potential developers and developed a scope of work for them to base bids. Work will commence in reviewing the bids and awarding the project soon. The goal is to review the submitted bids in the next couple of weeks, choose a contractor, and complete the StatusBoard get it in testing by March 31, 2020. There is also the potential to include non-ISICS resources in this program.

The 2019 ISICSB Report to Legislature was submitted in December 2019 with the help of the DPS legislative liaison.

SWIC Maiers reports that regional PSAP dispatch training is ongoing. Region 6 training was recently completed, and one-on-one meetings with PSAPs continues upon request. Coordination for test calls with the consolettes/control stations continues.

The ECD Technical Assistance (TA) requests have been submitted and are awaiting review. The requests are in alignment with the new SCIP. Once ICTAP responds with an approval, deferral or denial, those TAs will be set up.

**E911 Council Report & E911 Program Manager:** 911 Program Director Blake DeRouchey reports that the 911 Council did not meet before today's ISICSB meeting.

Mr. DeRouchey reports that the work on the migration of the wireline to the Next Generation Network is ongoing.

The 911 Council is currently discussing shared services and the possibility of utilizing FirstNet as a secondary connection for PSAPs if the ICN were to go down in an area.

Mr. DeRouchey reports that the 911 Council Legislative Report has been submitted and is available on the 911 Council website. Chair Lampe inquired as to whether or not there is a committee that was formed to develop the legislative report. Mr. DeRouchey reports there is not a committee; however, the report is presented to the 911 Council for review before submission to the legislature.

**User Group Committee:** User Group Committee (UGC) Chair Buffington reports that the UGC met, and there are four users up for approval in New Business. These include one update and three new users.

**Finance Report:** SWIC Maiers reports that the monthly net expenditures during December for the Interoperable and Broadband Communications Fund were \$12,050. The December

ending balance was \$155,011. Monthly expenditures during December for the SLIGP 2.0 Grant were \$17,361. Of that amount, \$13,889 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 Grant is \$372,405.

SWIC Maiers reports that the Finance Committee approved the FirstNet Boulder Lab visit request. There are four FirstNet Committee members going on the trip, and the total cost is expected to be approximately \$3,000 of the SLIGP 2.0 funds.

**Governance Committee:** Governance Chair John Benson states there is no report.

**Operations Committee:** Operations Committee Chair Michele Bischof reports that the Committee has not met since the December 2019 ISICSB meeting due to the holidays and how calls lined up relative to them. The next Operations Committee meeting is on January 15, 2020.

**Outreach Committee:** SWIC Maiers reports that the newsletter has been distributed via email.

SWIC Maiers reports that planning is in progress for future outreach sessions for RICs 3, 4, and 1. This outreach will include both PSAP Training and ISICS/FirstNet/AT&T updates.

SWIC Maiers gave a briefing on the recent RIC 6 PSAP training and ISICS and FirstNet outreach event that was held on January 8, 2020, in Hiawatha, Iowa. The morning session included training regarding the PSAP control stations and was presented as a joint effort between SWIC Maiers and Communications Supervisor Robby Johannesen. Topics included an ISICS background and overall goal of the ISICSB, concepts and theories related to console patching, utilizing talkgroups, and clarification of myths related to the ISICS network. The afternoon session included an interoperability update and encouraging agency involvement in the RICs, a FirstNet update from FirstNet Authority Representative Kyle Richardson, an AT&T update from AT&T/FirstNet Iowa Representative David Barnett, and a time dedicated to answering questions.

SWIC Maiers reports there is a PSAP training scheduled in Decorah, Iowa, on January 16, 2020. Logistics for RICs 3 and 4 are in progress.

**FirstNet Outreach Specialist Report:** In the absence of FirstNet Outreach Specialist Shawn Wagner, there is no report.

**Training/Exercise Committee:** SWIC Maiers reports the Training Committee met on December 20<sup>th</sup> and discussed ISICS training network needs, as well as approval for Incident Tactical Dispatcher (INTD) credentialing for Rick Mortenson and Communications Technician (COMT) credentialing for Tom Reis. Both credentials are up for approval in New Business.

SWIC Maiers also updated the Training Committee on TA submissions for 2020. They included COML, COMT, SOP Development Guidance, Encryption Guidance and a COMDEX.

**Technology Committee:** Technology Committee Chair Patrick Updike reports that the Technology Committee met twice since the last ISICSB meeting and continues to discuss the convergence of LMR and LTE. The first aspect being investigated of the broad concept of LMR/LTE convergence would fall along the lines of how to potentially connect a radio into a LTE initially via things like applications. The committee is also discussing the possibility of utilizing applications that may be used for LTE only.

Chair Updike discussed that the topic is rather expansive, so the Technology Committee will have to be very pragmatic in how this is approached. This includes looking to see what other states are doing with respect to technology, standards and policies.

Chair Lampe asked for some clarification on if some new feature sets from subscriber radio manufacturers that involve Wi-Fi would fall under the purview of this discussion. Chair Updike agreed that it could play into the discussions, but it is pretty early in the process.

SWIC Maiers added that the Committee discussed the possibility of using radio over IP such as an LTE gateway and tying this to a radio brings some possible issues as well. SWIC Maiers said that one of the overarching goals is to protect the end users and enhance capability.

**FirstNet Broadband Committee:** FirstNet Committee Chair Bischof reports that the FirstNet Committee has not met since the December 2019 ISICSB meeting. The next FirstNet meeting will be on January 14, 2020.

**LEA Committee:** LEA Committee Chair Connie Stufflebeem reports that the Committee is working on the following:

- Closely working with the Operations Committee to ensure efficiency
- Working towards transitioning collocated sites from the copper lines to the microwave
- Ongoing updates regarding PSAP consolettes and LEA decommissioning announcements

Chair Stufflebeem reports there have been no complaints or issues as of date regarding the transitioning to microwaves.

## **Other Reports:**

Board Information Sharing: SWIC Maiers asked DNR representative Deb Vitko to give an update on the DNR board member vacancy. Ms. Vitko reports that Trace Kendig was just sworn in and will fill the open ISICSB position to represent DNR. SWIC Maiers mentioned that he will be reaching out to the new Bureau Chief about ISICSB and the various committees.

---

Interim DPH representative Cindy Heick reports she will be interviewing for the position left by Marty Smith and hopes to be appointed as the official DPH representative on the ISICSB.

---

Chair Lampe asked Robby Johannesen to approach the podium and give an update on the ongoing PSAP training events. Mr. Johannesen reports that as of the date of the meeting, he has participated in regional trainings at three RICs and 35 agencies.

Mr. Johannesen briefed the ISICSB as to how he approaches the trainings. Topics presented include those related to talkgroups, hailing, and other topics related to the use of the PSAP control stations.

Chair Lampe inquired as to issues brought to his attention regarding hearing information that is not geographically relevant to a PSAP on the CALL channels. Mr. Johannesen states that while the use of the CALL talkgroups has been successful, this is something that needs to be addressed and possibly restructured in the future. Michele Bischof states the Operations Committee is also aware of the those issues and is carefully evaluating the information since any changes would be impactful on a large scale. SWIC Maiers suggests using Genesis as a resource for assessing the volumes of calls on the regional CALL talkgroups. Mr. Johannesen then discussed the use of a simplex VHF channel such as VLAW31 in pursuits and how that may need to be included in the training. SWIC Maiers commented that Minnesota has a process for handing patches into resources like VLAW31 off from one PSAP to another that could be used for guidance.

Mr. Johannesen then covered how DPS is handling combined use of ISICS and, while available, LEA.

Rick Mortenson approached the podium and shared a recent user experience where patching was successful in Blackhawk County in which the Blackhawk County PSAP initiated a patch into an ISICS interoperable talkgroup and one of their operational talkgroups.

---

Motorola Project Manager Update: Motorola Solutions Manager Melvin Mercado gave the Motorola Project Update. Mr. Mercado displayed a slide covering the following current actions:

- 1) Complete Hardin
  - Compound completed
  - Site plans approved
  - Waiting for legal agreement to complete overall site
- 2) Rock Rapids Construction
  - All foundations completed
  - Electrical completed
  - Shelter and generator installed
  - Waiting for batteries to be delivered
  - Tower stacking in progress and was at 400 ft of 475 ft as of the ISICSB meeting
  - Close proximity of new and legacy site adds complexity to the construction
- 3) Site walks will be conducted soon
- 4) Completed Functional Acceptance Test Plan (FATP)
- 5) Completed DAQ Coverage testing

The remaining areas for coverage and audio quality testing are Lyon and Sioux Counties.

---

FirstNet/AT&T Update: FirstNet/AT&T Representative David Barnett reports that 29 new sites were added during December 2019. Iowa sites include Vinton, Keystone, Coon Rapids, Charlotte, Monroe, Kalona, North English, Lakota, Bussey, Laurel, Albia, Albert City, Gilmore City, Deep River, Malcom, Long Grove, Kimballton, Gladbrook, Barnum, and Harcourt. Illinois sites include Chadwick, Dallas City, Sherrard, Illinois City, Tampico, and Prophetstown. Minnesota sites include Elmore, Bricelyn, and Twin Lakes.

A total of 169 towers have been completed since Iowa FirstNet opt-in, with 108 of those being completed in 2019.

In 2020, the primary focus will be on completing towers in the southwest region of Iowa. There will be additional fill in sites set up in other areas of the state.

Mr. Barnett reports he was pleased with the RIC Outreach Event held in Hiawatha, Iowa, on January 8, 2020.

---

CISA-ECD Update: Jim Lundsted from the Department of Homeland Security Emergency Management Communications Division (ECD) reported on the following items:

- Congratulated ISICSB work on the completion and approval of the 2020 – 2023 Iowa SCIP
- TA requests from Iowa have been received – scoping calls will take place soon
- Confirmed INTD course in Carroll, Iowa on January 27-30, 2020
- A brief reminder regarding recent Iranian cybersecurity threats (email, web sites, SMS, MMS) and how to be vigilant of these and backing up information and data

Mr. Lundsted also covered some best practices and lessons learned on backups including when and how to verify and restoring operations from a backup.

---

Standards Working Group Update: SWIC Maiers reports the Standards Working Group has not met this month. However, the group is waiting to hear feedback regarding standards being reviewed by the Attorney General's office.

---

Control Station Update: SWIC Maiers reports 16 PSAPs have yet to complete test calls. The next round of test calls is scheduled for January 22, 2020. Many of the PSAPs that have not yet completed a test call have not had a chance to get their equipment installed.

SWIC Maiers states that the quarterly report has been submitted to HSEMD for the PSAP Grant.

**Old Business:** None.

**New Business:** UGC Chair Buffington made a motion for the approval of four new users: Webster County EMA – Level 4. Keokuk County Sheriff's Office – Level 1. Clay County – Level 2. Carroll County (update) – Level 4. Peter Huffman seconded the motion.

Chair Lampe requested a roll call vote for each new user approval.

Administrative Assistant took Hollie Davidson took a roll call vote for each user with the following results:

- 1) To approve Webster County EMA – Level 4: Motion to approve passes with ten “aye” votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Andy Buffington, Michele Bischof, David Ness, Carole Lund-Smith, Larry Smith).
- 2) To approve Keokuk County Sheriff’s Office – Level 1: Motion to approve passes with nine “aye” votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Andy Buffington, Michele Bischof, David Ness, Carole Lund-Smith) and one “abstain” vote (Larry Smith).
- 3) To approve Clay County – Level 2: Motion to approve passes with ten “aye” votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Andy Buffington, Michele Bischof, David Ness, Carole Lund-Smith, Larry Smith).
- 4) Carroll County (update) – Level 4: Motion to approve passes with ten “aye” votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, John Benson, Andy Buffington, Michele Bischof, David Ness, Carole Lund-Smith, Larry Smith).

---

Chair Lampe recognized and presented an Incidental Tactical Dispatcher (INTD) credentialing certificate to Rick Mortenson.

Chair Lampe recognized and presented a Communications Unit Technician (COMT) credentialing certificate to Tom Reis.

---

Chair Lampe informed the ISICSB that part of the board’s duties is to recognize and investigate data interoperability. Chair Lampe feels it is important for the board to meet the requirements, which could be accomplished through the formation of a CAD Interoperability Study Group that would be a branch off of the Operations Committee. The desire is to find a vendor that could create a process of how data could be shared from one CAD to another. More information will be posted to the ISICSB website regarding the committee duties will be and how to join the committee. A Chair and Vice-Chair will be appointed for the committee.

---

Chair Lampe informed the ISICSB that he received a request from the Iowa State Sheriffs and Deputies Association to review the ISSI. Chair Lampe would like to propose forming a study group to address the issues regarding ISSI again. This would also possibly cover other technologies such as CSSI and use of control stations.

Chair Lampe gave a short PowerPoint presentation to explain the best practices and what would be involved in developing a Shared Systems Study Group. The PowerPoint can be located at

[https://isicsb.iowa.gov/sites/default/files/documents/2020/01/shared\\_systems\\_study\\_group.pdf](https://isicsb.iowa.gov/sites/default/files/documents/2020/01/shared_systems_study_group.pdf).

**Public Comment:** Carroll County Communications Center Supervisor Jason Hoffman approached the podium and thanked the ISICSB for the approval of Carroll County as a Level 4 ISICS user.

**Motion to Adjourn:** Peter Huffman made a motion to adjourn the meeting. Michele Bischof seconded the motion. All in favor. Meeting adjourned at 11:52 a.m.

YouTube link for the January 2020 ISICSB Board Meeting:  
[https://www.youtube.com/watch?v=M\\_mUFVTOU9A](https://www.youtube.com/watch?v=M_mUFVTOU9A)